



4061
31 January 2008

MEMORANDUM

From: I. M. Auditor
Commissary Officer

Reply to
Attn of:

To: CGC UNDERWAY (WMEC-905)

Subj: ANNUAL DINING FACILITY AUDIT REPORT

Ref: (a) Food Service Manual, COMDINST M4061.5, ch. 8-C-3

1. Per reference (a), a dining facility audit was conducted on 1 January 2008. A complete physical inventory of all subsistence items was taken. Additionally, 80 percent of all prices against the last purchases have been verified.
2. The dining facility change fund was checked for cash on hand and cash in transit. December's transmittal and collection receipts have been accounted for and verified.
3. A review of all commercial procurements for the last 6 months has been completed. Vendors and the accounting office have been called to ensure that all accounts are current. There have been no purchases over \$2,500.00.

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Copy: Normal Chain of Command
COMDT (CG-11)
MLCLANT (FSAT)

SAMPLE

1. Date audit, inventory taken
2. Cash on hand, in transit collection receipts verified
3. Vendors accounting office called
4. Commanding Officer's signature required

Reference Food Service Manual, M4061.5, Ch. 8-C-3